

gph
Y/N

**CLARK COUNTY
STAFF REPORT**

DEPARTMENT: GENERAL SERVICES

DATE: 10/16/2012

REQUEST: Approve the purchase of learning management and software services (LMS) as outlined in RFP #633, from Gensuite, LLC, and authorize the Director of General Services to sign all related contracts, including future extensions and amendments.

CHECK ONE: X Consent CAO

BACKGROUND

The County currently utilizes a software program to assign, deliver, and track health and safety and other county training. The existing system is outdated and as a result does not function at full capacity to meet all of our regulatory obligations as required by the Washington Department of Labor and Industries for occupational health and safety training. Assigning, delivering, and tracking regulatory required training is a legal obligation. An LMS system provides us with the ability to effectively provide our employees with the knowledge and skills necessary to perform their job safely and with minimal or no risk to themselves, co-workers and/or the public. The primary mission of Risk Management is to protect the assets of the county. By providing a viable means to assign, deliver, and track training we can ensure that our employees are provided that level of protection and awareness.

General Services received eight responses with proposals to the RFP for a learning management system. A cross-functional team consisting of the Occupational Health and Safety Leader, Risk Manager, the Training and Development Leader from Human Resources, and a Senior Analyst Programmer from Application Services reviewed and evaluated the responses. The team evaluated each proposal to see if it met the project scope as outlined in RFP 633. Additionally, proposal approach and quality, creativity/experience/expertise, work history/examples, and cost were also part of the evaluation. The top two proposals that met or closely met our project scope were asked to provide a demonstration of their product so that the team could assess the ease of use of the product. The evaluation matrix is included as Attachment A.

A thorough review by the entire evaluation team has resulted in the recommendation of Gensuite's Training Tracker service as the finalist in the process.

COMMUNITY OUTREACH

None required.

BUDGET AND POLICY IMPLICATIONS

Currently, the county spends \$6,000 annually for the existing learning management system. Gensuite was able to provide us with rates that result in no increase to the annual LMS fees that the county incurs, while delivering a far superior product. There is a onetime initial setup, configuration, and launch fee of \$21,000.

Budgeting and funding for this service is already allocated within the General Services, Risk Management budget.

FISCAL IMPACTS

☒ Yes (see attached form)

☐ No

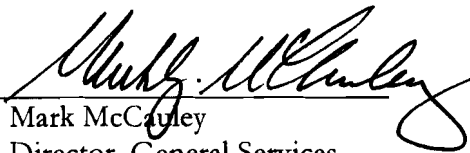
ACTION REQUESTED

Approve the purchase of learning management and software services (LMS) as outlined in RFP #633, from Gensuite, LLC, and authorize the Director of General Services to sign all related contracts, including future extensions and amendments.

DISTRIBUTION

Mark McCauley, Director, General Services

Mike Westerman, Purchasing Manager


Mark McCauley
Director, General Services

Approved: _____

CLARK COUNTY
BOARD OF COMMISSIONERS

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – The learning management system will not generate revenue for the county. Currently, the county spends \$6,000 annually for the existing learning management system. Gensuite was able to provide us with rates that result in no increase to the annual LMS fees. There is a onetime initial setup, configuration, and launch fee of \$21,000. Budgeting and funding for this service is already allocated within the General Services, Risk Management budget.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
5040 Liability – Fund Balance		21,000				
Total		21,000				

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
5040 Liability			21,000				
Total			21,000				

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual		21,000				
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total		21,000				